

Code: 1559
Administrative Service
Statistical, Technical and Analytical Group
Purchasing and Supply Series

CLASS TITLE: **Purchasing Manager**

CHARACTERISTICS OF THE CLASS: Under direction, the class is managerial in nature, directing and managing the procurement of goods and services for a large city department; and performs related duties as required.

ESSENTIAL DUTIES: Coordinates the preparation of Requests for Qualifications and Requests for Proposals to solicit competitive proposals from qualified vendors and consultants for city-wide contracts; manages the preparation of detailed contract specifications for goods and professional services; oversees the evaluation and ranking of submitted proposals for compliance with specifications and the selection of the highest ranking, most responsible bidder; negotiates contract terms, costs and conditions with selected vendors or consultants; obtains required contract documentation and guides contracts through the approval process; negotiates disadvantaged, minority and women owned business enterprise requirements; directs and coordinates the preparation and processing of contract documents, suborders and direct vouchers for the procurement and payment of materials, supplies and services; reviews purchase requisitions for accuracy, funding availability and conformance with procurement policies and procedures; monitors vendor performance to ensure compliance with contract terms and conditions; monitors and ensures the resolution of problems relating to vendor payments; oversees the maintenance of accounts payable records and the reconciling of encumbered and expended funds; oversees the preparation of reports on procurement activities.

RELATED DUTIES: Prepares various expenditure, financial and contract summary reports; may prepare the section's operating budget.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Business Administration or a related field supplemented by four years of progressively responsible experience in negotiating procurement contracts or in the procurement of materials, supplies and services, or an equivalent combination of training and experience.

Code: 1559
Administrative Service
Statistical, Technical and Analytical Group
Purchasing and Supply Series

CLASS TITLE: **Purchasing Manager** (Cont'd)

Knowledge, Abilities and Skill. Considerable knowledge of contract development and negotiation principles and practices. Considerable knowledge of government procurement methods. Considerable knowledge of contract specification writing. Good knowledge of accounting, budgetary and procurement practices.

Ability to supervise staff. Ability to work with other city departments in preparing contract specifications. Ability to work with vendors in resolving deficiencies concerning contract bids and proposals.

Considerable skill in the application of procurement methods and procedures. Considerable contract negotiation skills. Considerable skill in evaluating contract proposals and vendor qualifications. Good analytical skills. Excellent oral and written communication skills.

Working Conditions. General office environment.

Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

February, 2005
City of Chicago
Department of Personnel